

Minutes of the Waukesha County Health & Human Services Committee

Friday, October 11, 2002 – 8:30 a.m.

Human Services Center – Board Room

Chair Herro called the meeting to order at 8:35 a.m.

Present: Supervisor Ken Herro (Chair), Jim Jeskewitz, Mareth Kipp, Paul Pronold, Alicia Silva and Sandy Wolff. **Absent:** Supervisor Carl Seitz

Also Present: Veterans' Services Director John Margowski, Senior Services Director Cathy Bellovary, Health and Human Services Director Peter Schuler, Intake and Support Services Manager Don Mauer, Child and Family Services Manager Jesus Mireles, Adolescent and Family Services Manager Pat Voss, Chief of Staff Lee Esler, Senior Financial Analyst Clara Daniels, Senior Financial Analyst Andy Thelke, Project Analyst Barbara Riel, Senior Analyst Steve Krafcheck, Office Services Coordinator Windy Jicha.

Executive Committee Report

At the next meeting, the committee will discuss and consider Resolution 157 – R-009: Adopt the Five-Year Capital Projects Plan. Herro may try to delay the building of the Communications Center for one year. He hopes that the delay will end the ongoing strife.

At the last Executive Committee meeting the committee reviewed the non-departmental budget and there was a recommendation to reduce the budget by \$30,000. Representatives from the Waukesha County Tourism Initiative and WCEDC will be at the next meeting to discuss budgets and goals.

Schedule Next Meeting Dates

Wednesday, October 16, 2002

Thursday, October 31, 2002

Discuss and Consider the 2003 Operating Budget for the Veterans' Services Department

Margowski and Daniels reviewed the Veterans' Services Department budget along with the purpose, mission, objectives and achievements. Total expenditures and tax levy increased \$13,522 or approximately 6% from the 2002 adopted budget while revenues remained the same. Expenditures in 2003 total \$232,764 and revenues total \$13,000. The number of FTE positions remained the same from 2002 to 2003. The budget is a cost to continue budget.

The Veteran's Service Office counsels and assists veterans and their dependants in applying for all federal and state veterans' entitlements. Referrals are made to other federal, state and local and information related to veterans' concerns is collected, updated and distributed. Margowski reviewed the performance measures, program highlights and activity of the department as outlined in the budget book. Operating expenditures are budgeted at \$21,494 which is an increase of \$1,846. The major expenditure item in this program is the replacement of more than 15,900 grave flags on the veterans' graves in Waukesha County.

Supervisor Silva arrived at 8:52 a.m.

MOTION: Kipp moved, Jeskewitz second, to tentatively approve the budget of the Veteran's Services Department. **Motion carried: 6-0**

Ordinance 157 -O-077: Department of Senior Services to Accept Increases in 2002 Allocations for Older Americans Act Services

Bellovary, Rieland and Krafcheck were present to discuss Ordinance 157 -O-077. Riele explained that the funding provided by this ordinance comes every year. This year the allocation is larger than usual. The ordinance allows the Department of Senior Services to accept a funding increase of \$42,157 in year 2002 allocation amounts for Older American Act services (including an increase of \$14,120 in Title IIIB support services, a decrease of \$37 in Title IIID prevention/health promotion services, an increase of \$11,849 in Title IIIE caregiver support services (respite care, promotional supplies for caregivers, medication management services and employee costs of health insurance costs), an increase of \$975 in Title IIIC -1 congregational nutrition services and an increase of \$15,250 in Title IIIC -2 home delivered nutrition services). The Department of Senior Services 2002 general fund budget will be modified to increase general government revenues by \$25,932, personnel costs by \$3,382 and operating expenditures by \$22,587. The decrease of interdepartmental charges is for costs associated with several Older Americans Act funded services.

The Department of Senior Services 2002 nutrition fund budget will be modified to increase General Government Revenues by \$16,225, personnel costs including additional temporary extra help by \$2,500 and operating expenditures by \$13,725, to pay for costs associated with the nutrition program.

Bellovary reported that the cost of a home delivered meal, including administrative costs and mileage is \$6.30. She said the home delivered meal program is one of the last things that keep people in their homes. In the end, keeping people in their homes, helps the County save money on nursing home costs.

Supervisor Kipp left the meeting at 9:25 a.m. for a doctor's appointment.

Herro asked Bellovary, how the grant money can be allocated. Bellovary explained that the grant money is to be used in the 2002 budget year. The Federal Older American Act Title III -C funding of \$16,225 will provide \$6,750 for additional home delivered meals (1,912 meals), \$2,500 for extra help and required training for 13 site managers and \$6,000 for 16,438 miles of driver mileage reimbursements. The department will provide an estimated 283 additional congregational meal sites for new and existing clients. This ordinance does not result in any additional tax levy.

MOTION: Jeskewitz moved, Wolf second to approve Ordinance 157 -O-077: Department of Senior Services to Accept Increases in 2002 Allocations for Older Americans Act Services. **Motion carried: 5-0.**

Amendment for the County Aging Unit Plan

Biel handed out the amendment for the County Aging Unit Plan and discussed the plan. This plan represents the intent of Waukesha County to assure that older people have the opportunity to realize their full potential and to participate in all areas of community life. Next, she reviewed the changes that this amendment will make to the 2002 budget. Amendments to the budget can be found in gray boxes in the budget amendments summary.

Bellovary explained that this is a separate budget within the Department of Aging. Biel said that the federal and state governments allocate these monies. The Commission on Aging reviewed the amendment yesterday and it was approved. Bellovary explained that the number of seniors residing in Waukesha County has grown significantly. Senior citizens in Waukesha County aren't seen as needy.

MOTION: Wolf moved, Silvas second, to approve the Amendment for the County Aging Unit Plan.

Motion carried: 5 -0

Discuss and Consider the 2003 Operating Budget for the Department of Senior Services

Bellovary, were present to discuss the Department of Senior Services 2003 budget. Bellovary discussed the budget as outlined including objectives, achievements and budget highlights for the general and nutrition funds. Total expenditures for the department increase 8.2% totaling \$3,161,361 in the 2003 budget. Revenues increase \$188,103 or 11.8% while the tax levy increases \$51,744 or 3.9%. The position summary shows that the total FTE positions in Senior Services decreases slightly.

Bellovary discussed the 24-hour Helpline. The department had a larger role in getting the lineup and running. If a 211 call is received by the service during business hours and it is more complicated than the line staff can handle, the call is forwarded to the Department of Senior Services. Bellovary said that there has been a 15% increase in calls to the 211 lines. Milwaukee is averaging a 35% increase. Waukesha County has seen a much smaller increase because the County had a helpline in place previously.

Bellovary said the population of volunteers is aging. This is going to become a huge issue in the next few years as volunteers age. The department has several volunteers in their 80s and soon these octogenarians will no longer be able to provide services and will need the care.

Bellovary said that the department doesn't have to be HIPAA compliant at this time but she feels that eventually they will. The department faxes lots of documents to doctors' offices and this may be affected by HIPAA in the future.

Krafchek said that Community Services was one of the hardest hit departments in regard to new positions and benefits. An additional \$8,600 was budgeted for benefits not previously requested.

Bellovary said that the Adult Day Care Program is growing. Not as many seniors have needed county subsidies to cover costs and it seems that more seniors are getting help from family. Day care is more cost effective than a nursing home. The program provides socialization, medical care, bathing, nail trimming, etc. for participants. The current cost of adult day care is \$38 per day which will increase to \$40 in 2003.

Supervisor Silva left the meeting at 11:07 a.m.

Nutrition Fund

The Department of Senior Services' Elderly Nutrition Programs, Congregate and Home Delivered Meals function under the provisions of the Title III C-1 and C-2 Older Americans Act, as amended, provide low cost, nutritious meals meeting one-third of the recommended daily allowance of persons age 60 years or older with emphasis placed on outreaching the frail, isolated, homebound and disadvantaged older population. The Congregate and Home Delivered Meals Programs coordinate a wider range of services for older people including nutrition education, information, referral, case management and support with formal and informal support systems of the older population. The nutrition programs contribute significantly to help older people remain healthy, active and independent in their homes and communities.

Bellovary reviewed the objectives, achievements, performance measures, activity and program highlights as outlined in the budget book. Bellovary said that because of the meals provided by these programs, nutrition risk scores have gone down as assessed by the state. As the population ages, there will be a bigger need for specialized diets. Currently, an outside vendor provides special dietary meals. Senior Services recently found out that some of the costs can be charged back to Medicare.

Home Delivered Meals

The cost of volunteer mileage for home delivered meals is expected to increase. Using volunteers to make deliveries is the best way to get meals to the seniors. Meal costs remain the same in 2003. Expenditures increased 2.5% to \$601,958 while revenues decreased 1.8% to \$410,146. The tax levy increased 11.9% in 2003. Personnel costs increased 5% due to a general increase in wages and health insurance costs. General government revenue increased 7.9% due to additional allocated Older Americans Act Title III C -2 and State of Wisconsin Home Delivered Meal funding of \$15,250. This total increased from \$109,314 in the 2002 adopted budget to \$124,564 in 2003. General government revenue also increased due to federal reimbursement of eligible meal totaling \$9,655. The general government increases are partially offset by a decrease of \$10,588 to \$0 in 2003 due to the allocation of the Older Americans Act Title III C -1 grant to the Congregate Meals Program in 2003. Other revenue decreases are due to a reduction in anticipated revenue from Adult Day Center meals (-\$7,120) and fund balance appropriation (-\$14,941).

Congregate Nutrition

There are 13 Senior Lunch Centers serving approximately 1,239 seniors. The total served is expected to increase by 40% in 2003 due to the implementation of a 2001 strategic marketing objective. The number of meals served in the program is expected to increase 15.1% to 8,317 meals from the 2002 adopted budget. The site managers have worked hard promoting the meal programs. Some of the new ideas include; guest speakers, bingo and card games and bringing the chef to the meal site. For some seniors this is the only outside contact they may have.

Congregate Nutrition expenditures and revenues increase 10% to \$466,742 while the tax levy remains at \$0. Personnel costs increase 4.9% due to scheduled merit/step increases and the cost of benefits. Operating expenses increase 14.3% due to the anticipated increase in meals served in 2003. Other revenue increased 21.6% due to the projected increase in 2003 client donations.

MOTION: Pronold moved, Jeskewitz second, to tentatively adopt the 2003 Operating Budget for the Department of Senior Services. **Motion carried:** 4 -0.

Introduction to the 2003 Operating Budget for the Department of Health and Human Services

Schuler was present to discuss the budget for the Department of Health and Human Services. Schuler handed out a summary piece outlining the budget. This is the eighth year of not receiving an increase in funds from the state. The lack of increase affects the County burden when providing mandated programs and services. Because of the lack of funds, programs and services were reduced or eliminated. One change is the elimination of General Assistance Medical Program. The state encourages this service but it is not a mandatory program. With the oncoming implementation of HIPPA, there would be significant increases in administrative costs to implement this program. By discontinuing GA, former customers may turn up in other County programs and services. The County will slowly transition people out of GA, pay the bills and close the accounts. The second major change is the elimination of a contract for social work monitoring through St. Charles. The services provided by St. Charles were "rearranged" to allow for the elimination of the program.

The County has had to cope with funding vendors in order to sustain them. Long-term care could be more expensive if the County loses its current vendors. The last time new vendors were sought for long-term care, costs increased 50%. Over the years, the County has provided increases up to 5% but has received requests for increases for as much as 24%. On average, the County has provided increases of 3% or less.

One new initiative includes the addition of extra help in the clinical outpatient area to assist clients in finding other funding sources to purchase psychotropic drugs. This program is an investment to make a gain.

The Health and Human Services and the County Boards want to see waiting lists reduced. There aren't any measures in the 2003 budget to reduce these lists. With budget cuts, delays and waiting lists will increase.

There have been policy changes made which relate to budget reductions. The County will no longer provide vision and hearing tests at the elementary schools. To date, the schools have not reacted to this cut because it was made over the summer. Now that schools are back in session, there should be more reaction. Waukesha County also downsized and reduced the number of STD.

The 2003 expenditure budget for Health and Human Services functional area totals \$77,136,914, an increase of \$4,588,468 or 6.3% from the 2002 adopted budget. Budgeted revenues, including \$529,546 of fund balance appropriations, total \$58,432,718, an increase of \$3,368,668 or 6.1% from the previous year's budget. The tax levy necessary to fund this functional area totals \$18,704,196 which is an increase of \$1,219,800 or 7% from the prior year budget.

Discuss and Consider 2003 Operating Budgets for the Department of Health and Human Services Intake and Shared Services Division

Maurer reviewed the budget of the Intake and Shared Services Division including program description, performance measures, staffing, activities, goals and objectives as outlined in the budget book. Intake and Shared Services serves as the primary initial contact point for non-clinical service referrals. Total expenditures increased by \$86,866 to total \$3,516,940 in 2003 while total revenues increased \$45,484 to \$1,212,553. The tax levy for 2003 is \$2,304,387, which is an increase of \$41,382 over the 2002 budget. Personnel costs increased 2.27% which reflects a general wage and health insurance increase. This increase was partially offset by a reduction in extra help of .44 FTE positions. The extra help was primarily used to cover long-term absences.

Supervisor Silva returned to the meeting at 12:20 p.m.

MOTION: Wolf moved, Silva second, to tentatively adopt the 2003 Operating Budget for the Intake & Shared Services Division. **Motion carried:** 5 -0.

Lunch Break 1:00 – 1:50 p.m.

Supervisor Silva did not return from lunch

Child and Family Services Division

Mireles reviewed the budgets for Child and Family Services, Birth to Three, Parent Services/Alternate Care Programs including performance measures, budget, program highlights and activities as outlined in the budget book.

Child and Family Services

Child and Family Service provides ongoing intervention to families with a child who has been abused or neglected or is at risk of abuse or neglect in order to promote the goals of child safety and keeping families together. Child and Family Services budgeted for an increase in total expenditures and tax levy. Expenditures will increase by \$26,377 to \$1,069,808. The tax levy will increase by \$26,377 to \$1,066,808. Total revenues and staffing remained the same as the 2002 budget.

Birth to Three

The Birth to Three Program is a joint Waukesha County/Lutheran Social Services program which provides early intervention services to parents with children from birth to age three with special needs who demonstrate at least 25% delay in one or more areas of development or have a diagnosed condition which will likely result in developmental delays. Examples of such conditions include: Down's Syndrome, autism, spina bifida and cerebral palsy. The operating expenses for the Birth to Three Program in the 2003 budget total \$761,341 and revenue total \$602,676. The tax levy for this program is \$158,665, which reflects direct program operations. The 2003 tax levy is the same as the 2002 budget.

Parent Services/Alternate Care

The Parent Services/Alternate Care Program provides services to children and families to prevent imminent placements, reunify families or establish an alternate permanent plan. Alternate care includes: foster homes, group homes, residential care centers and supervised independent living settings. In the 2003 budget for the Parent Services/Alternate Care Program both expenditures and tax levy decreased. Expenditures were reduced by \$43,213 and the tax levy by \$59,860. Revenues for the program increased \$16,647 while staffing increased by 1.00 FTE in the 2003 budget. Mireles reported that this division reduced the number of staff in order to make budget goals. The reduced position will be unfunded January 1, 2003.

Supervisor Silva returned to the meeting at 2:10 p.m.

MOTION: Wolf moved, Kipp second, to tentatively adopt the 2003 Operating Budget for the Child and Family Services Division. **Motion carried:** 6 -0.

Adolescent and Family Services Division

Voss reviewed the 2003 budget for the Adolescent and Family Services Division which consists of the Juvenile Court Services and Juvenile Center including descriptions, highlights, objectives, performance measures and other statistics as outlined in the budget book. Total expenditures for the Adolescent and Family Services Division are \$1,482,594 which includes personnel costs of \$1,268,477, operating costs of \$170,585 and interdepartmental charges of \$43,562. Expenditures are budgeted to rise 1.9% in 2003. Total revenues in 2003 are \$646,684. The tax levy is budgeted for \$835,910 which is an increase of 3.3%.

Juvenile Court Services

The Juvenile Court Services Program provides court ordered supervision and treatment to delinquent juveniles and juveniles in need of protection and services in order to reduce delinquency recidivism, divert youths from unnecessary placement, and protect family and public safety. The Juvenile Court Services Program increased personnel costs by \$63,641. The increase is due to general wage and health insurance increases of \$69,202 which is offset by a \$5,561 or 0.18 FTE reduction for extra help. Operating expenses decreased \$39,337 in 2003 due to the discontinuation of the St. Charles Social Work Monitoring Program. This program was discontinued due to an overall reduction in clients served by the division and availability of similar programs that have the capacity to serve youths. The general government revenue increase of 2.5% is based on an increase of \$27,411 in Community Intervention Program funds and \$39,297 in Youth Aids revenues available for community programming due to the projection of fewer correctional placements being made in 2003.

Juvenile Center

The Juvenile Center provides 24-hour care and supervision to delinquent and status offender juveniles who are court ordered held in detention at the Juvenile Center. The Center has 30.1 FTE positions and

personnel cost of \$1,498,387. Personnel costs will escalate 7.1% in 2003 due to an increase in general wages and health insurance costs. Operating expenses decrease in 2003 as a result of reduced food service costs relating to a projected reduction of child care days at the Center. General government revenue increases are due to state reimbursement for mandated training of Juvenile Center staff. Charges for services show a slight decrease of 2.3% due to an expected decrease in shelter care days. The overall reduction in charges for service is mitigated by an increase in revenue from other county placements in secured detention resulting in a rate charge.

Supervisor Wolf left the meeting at 4:20 p.m.

MOTION: Jeskewitz moved, Pronold second, to tentatively adopt the 2003 Operating Budget for the Adolescent and Family Services Division. **Motion carried: 5 -0**

Motion to Adjourn

MOTION: Pronold moved, Silva second, to adjourn the meeting. **Motion carried: 5 -0.** Meeting adjourned at 4:23 p.m.

Respectfully submitted,

Alicia Silva
Secretary